



2014 Annual Report

"A world of opportunities within our region"





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Message from the RDBN Chair



Looking back at 2014, the RDBN had a very busy year - working on developing Forestry Strategies, the 3 Year Regional Economic Development Action Plan, the Regional Skills Gap Analysis and many other projects. One of the bigger initiatives was working with Municipalities in our Region to develop a Legacy Funding Strategy at the Provincial level, and this will continue into 2015.

With two RDBN Landfill operations contracts coming up for renewal later in 2015, the RDBN Board voted early this year to purchase landfill equipment and operate the two landfills with internal staff. This will create a significant tax savings now and over the long term while ensuring that the evolving environmental standards continue to be met.

“A World of Opportunities Within Our Region”

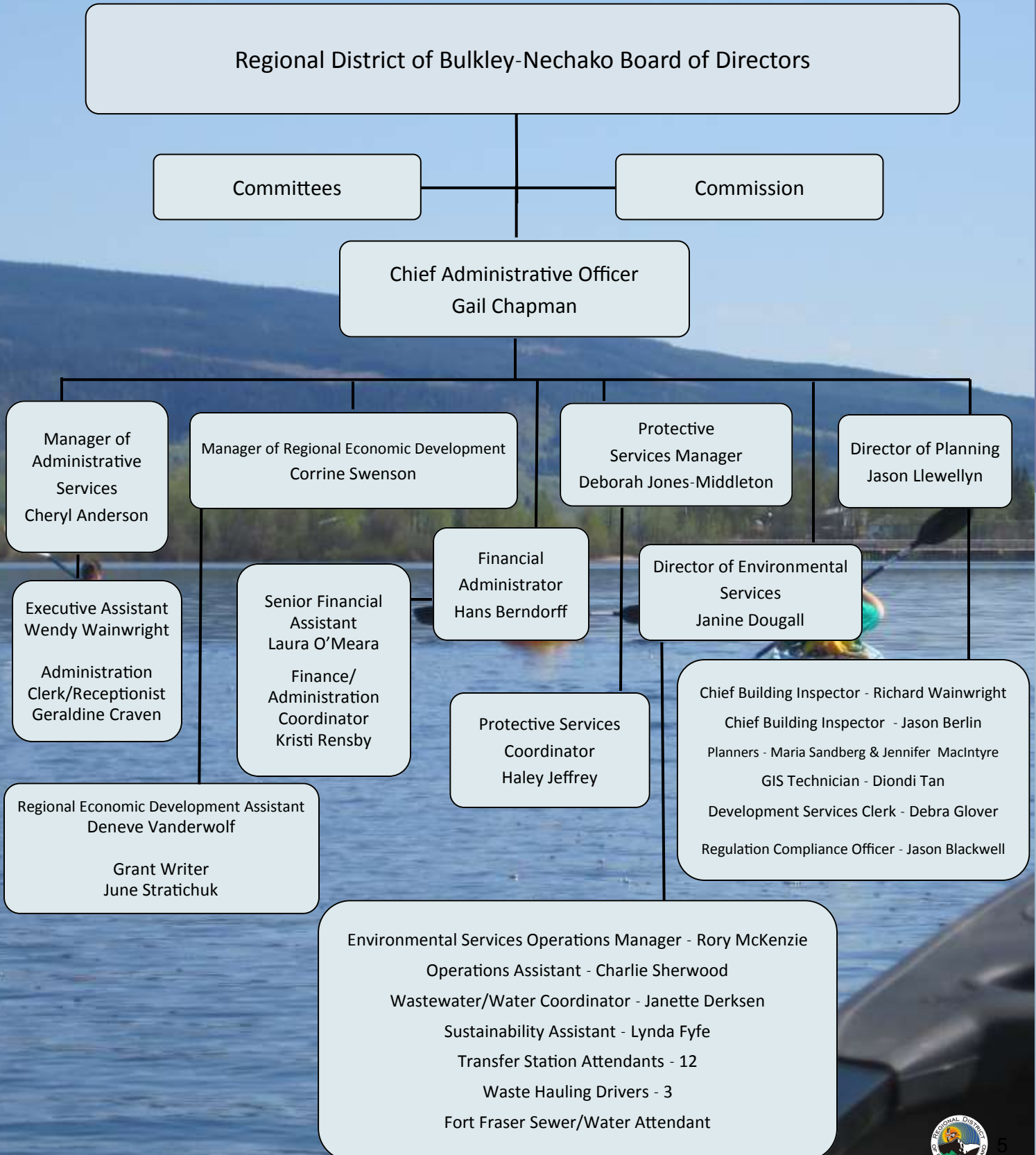
This vision statement is a reflection of the RDBN Board of Directors’ focus on creating and sustaining a healthy and thriving environment for all to enjoy.

Bill Miller

RDBN Chair



Regional District of Bulkley-Nechako Organizational Chart





About the Regional District of Bulkley-Nechako

The Regional District of Bulkley-Nechako (RDBN) is a regional local government that provides services to both rural and municipal residents. Regional Districts provide the political and administrative framework necessary for municipalities and electoral areas to collaborate in the delivery of regional and sub-regional government services. They also provide local services and act as local governments for unincorporated rural areas. The RDBN is made up of 8 municipalities and 7 electoral areas. The municipalities are Smithers, Telkwa, Houston, Granisle, Burns Lake, Fraser Lake, Vanderhoof and Fort St James. The 7 electoral areas are (A) - Smithers Rural, (B) - Burns Lake Rural, (C) - Fort St. James Rural, (D) - Fraser Lake Rural, (E) - Francois/Ootsa Lake Rural, (F) - Vanderhoof Rural and (G) - Houston Rural. These areas are outlined on the map on page 8.

The governing body for the RDBN is comprised of a Board of Directors which includes elected representatives from each of the municipalities and electoral areas mentioned above. The fifteen member Board meets on a monthly basis to oversee and provide policy direction for operation of the services the RDBN provides to its taxpayers.

The Regional District currently provides 68 services to 39,208 residents within its boundaries. Except for certain mandatory or exempt services, the vast majority of services provided by Regional Districts are requested and approved by the taxpayers. Taxpayers only pay for those services in which their municipality or electoral area participates.



RDBN Contact Information:

Regional District of Bulkley-Nechako
37-3rd Avenue, PO Box 820
Burns Lake, BC V0J 1E0

Phone: 250-692-3195

Toll Free: 1-800-320-3339

Fax: 250-692-3305

Email: inquiries@rdbn.bc.ca



2014 Regional District Services

Region-Wide Services

- 9-1-1 Service
- Regional Economic Development
- Development Services
- Feasibility Studies
- General Government Services
- Solid Waste Management

Region-Wide Rural Services

- Building Numbering
- Electoral Area Planning
- Emergency Preparedness
- Rural Government
- Rural Grants in Aid
- Noxious Weed Control
- Unsanitary Premises Regulatory Control

Sub-Regional Services

- Building Inspection
- Bulkley Valley Regional Pool
- Burns Lake Arena
- Burns Lake Library
- Burns Lake Museum
- Burns Lake TV Rebroadcasting
- Fort Fraser Cemetery
- Fort St. James Rebroadcasting
- Fraser Lake TV Rebroadcasting
- Lakes District Airport
- Lakes District Emergency Response
- Lakes Economic Development
- Smithers/Telkwa/Houston TV Rebroadcasting
- Topley Cemetery

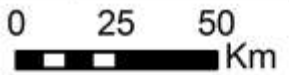
Non Taxable Services Supported Entirely by Users

- Liquid Waste Management
- Municipal Borrowing Services (entirely funded by the Municipalities)
- Pump and Haul Septage Disposal

Local Services

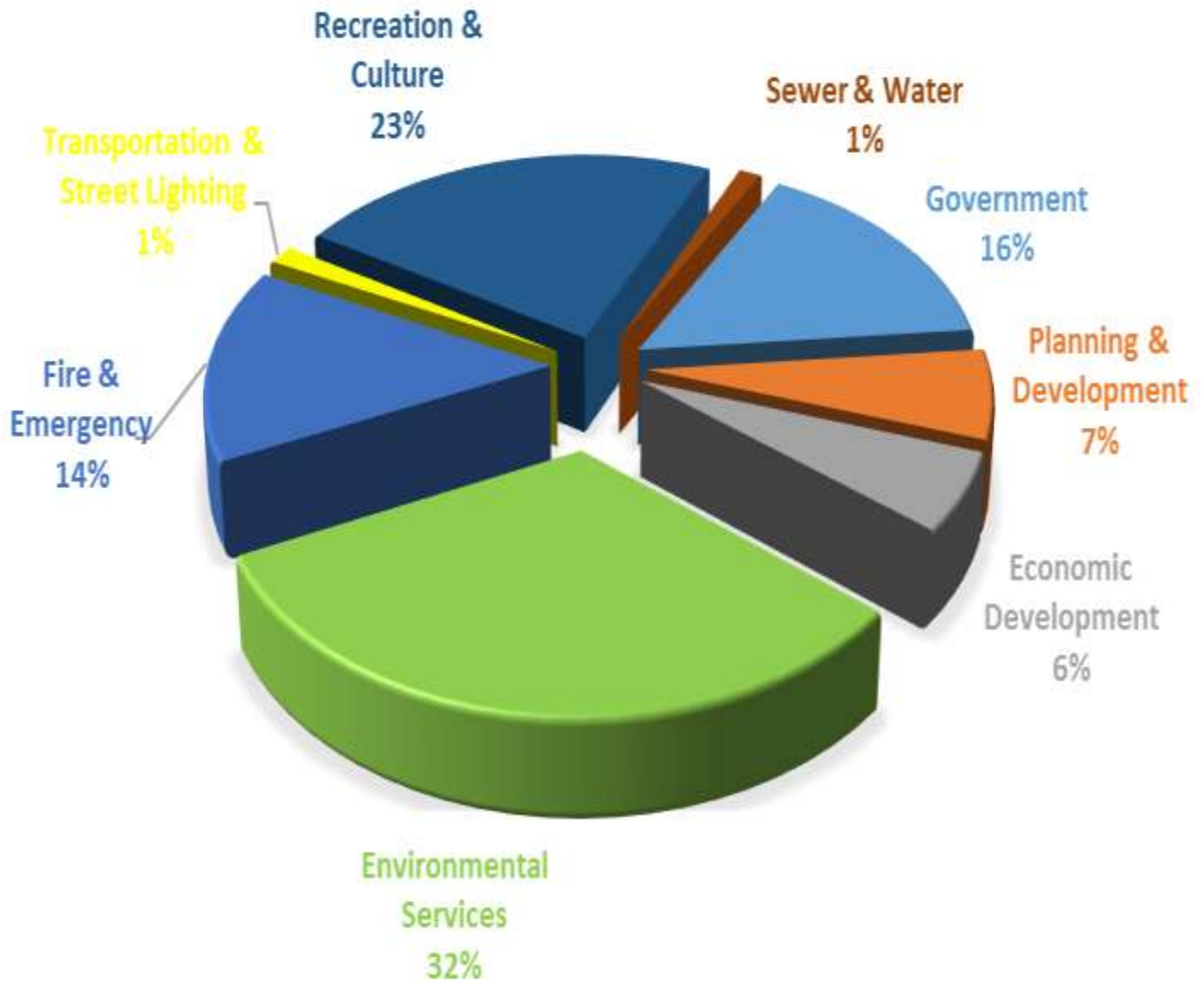
- Area "A" Economic Development
- Area "A" Emergency Services
- Area "C" Road Rescue Service
- Area "D" Extrication
- Area "E" Economic Development
- Area "F" Extrication
- Burns Lake Rural Fire Protection
- Burns Lake & Area Victim Services
- Cluculz Lake Emergency Response
- Colony Point Street Lighting
- Decker Lake Street Lighting
- Endako Street Lighting
- Fort Fraser Community Hall
- Fort Fraser Local Community
- Fort Fraser Rural Fire Protection
- Fort Fraser Sewer
- Fort Fraser Street Lighting
- Fort Fraser Water
- Fort St. James Arena
- Fort St. James Library
- Fort St. James Rural Fire Protection
- Fraser Lake Library
- Gerow Island Street Lighting
- Glacier Gulch Water Diversion
- Houston Rural Fire Protection
- Lake Kathlyn Weed Harvesting
- Lakes District Emergency Services
- Luck Bay Rural Fire Protection
- Smithers Para-Transit
- Smithers Rural Fire Protection
- Smithers Rural Recreation & Culture
- Southside Rural Fire Protection
- Telkwa Pedestrian Crosswalk
- Telkwa Rural Fire Protection
- Topley Emergency Response
- Vanderhoof Recreation & Culture
- Vanderhoof Rural Fire Protection

Regional District of Bulkley-Nechako



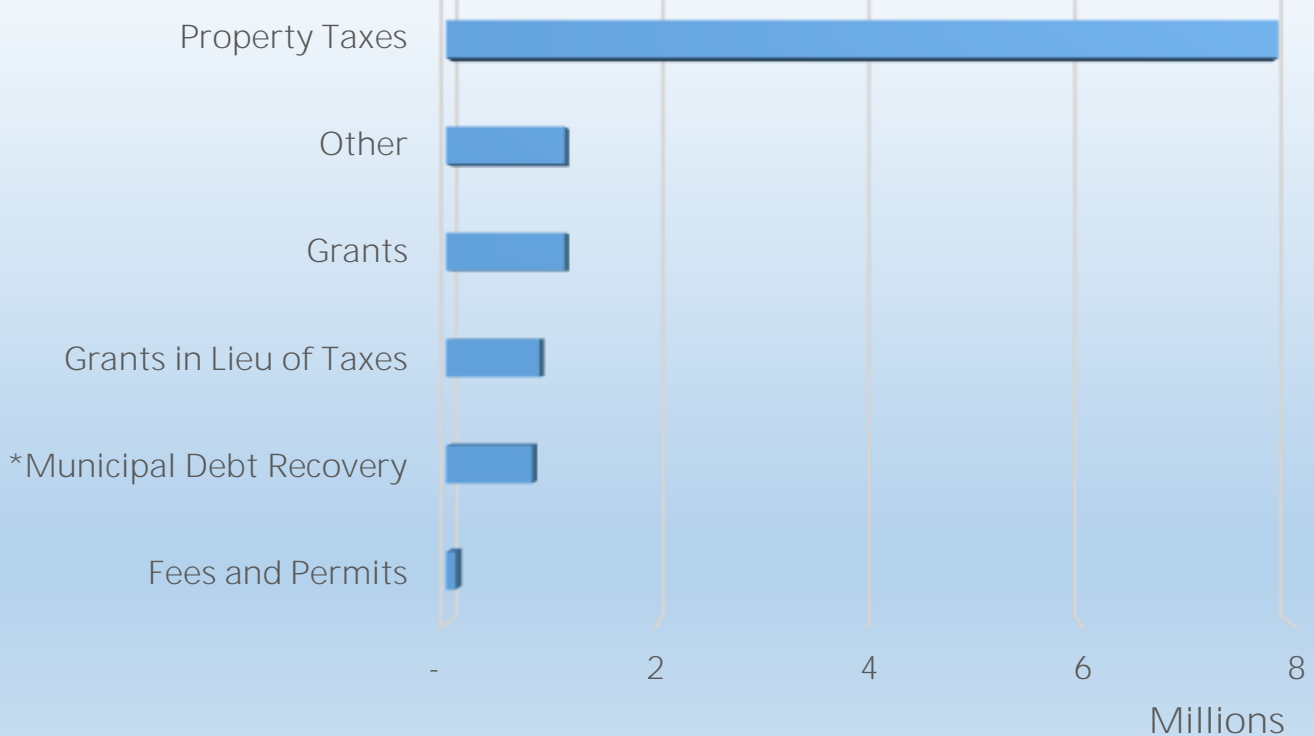


2014 Taxation by Function



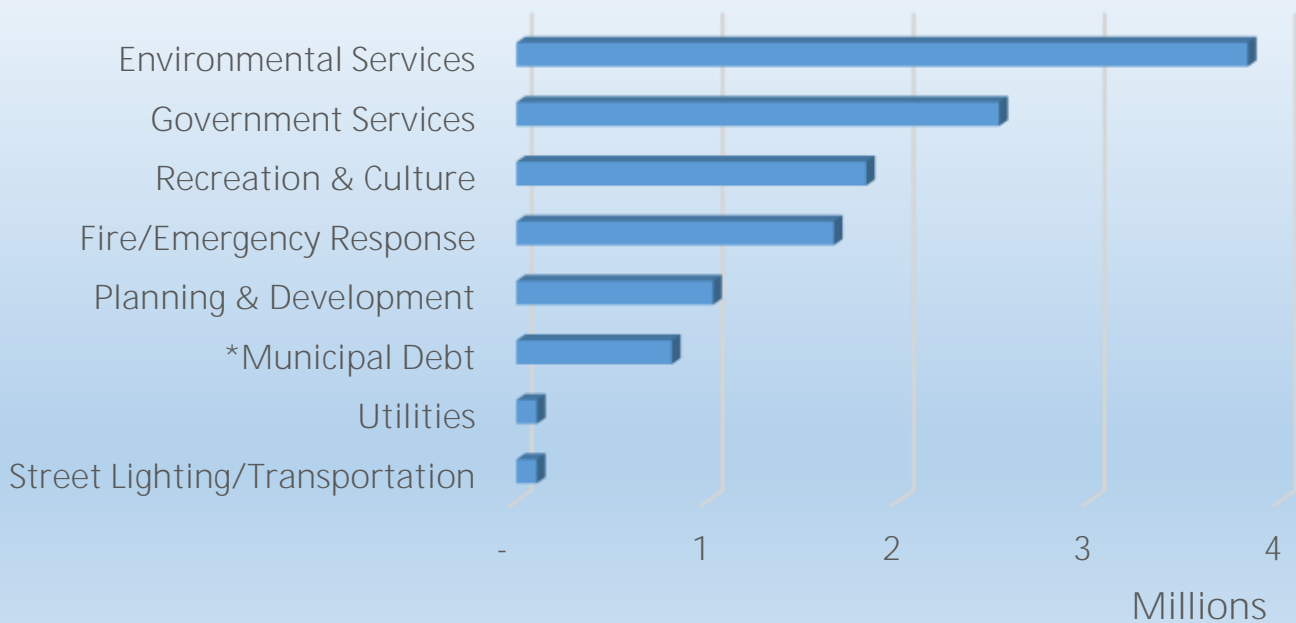
2014 Financial Summary

Revenues by Type



***Note: Municipal Debt - Payments are made by the RDBN to the Municipal Finance Authority on behalf of municipalities at their cost.**

Expenditures by Service Type





Administrative Services

General Administration

The Administration Department manages the affairs of the Regional District, which involves working closely with the Regional Board, staff, government agencies, and the general public. Responsibilities include overall management of all Regional District and Regional Hospital District resources, ensuring appropriate procedures and programs are in place for efficient delivery of services to the public. Also, assembling and distributing Board and Committee meeting agendas, preparing meeting minutes, drafting by-laws, conducting elections and referenda, and overseeing labour relations and personnel matters. In addition, administration assists in the development, establishment, and operation of local services. This includes services which benefit specific areas/communities and which are paid for by the ratepayers within these areas. Some of the services are fire protection, street lighting, library services, cemetery services, community halls, water systems, and the local grants program.

Elections and Referenda



The next local government election will take place October 20, 2018 and every 4 years thereafter on the third Saturday of October. The Regional District conducts elections and referenda for its seven Electoral Areas (A-G), as well as the Fort Fraser Local Community Commission. Please see pages 32 and 33 for Director information.

Communications

The Regional News is a digital publication that the Regional District of Bulkley-Nechako produces. Residents that wish to receive a digital copy should contact the Regional District office to be added to the distribution list.

In addition, the Regional District website (www.rdbn.bc.ca) is an excellent user-friendly resource inclusive of information pertaining to each of the Regional District of Bulkley-Nechako departments.

First Nations Relationship Building

The Regional District of Bulkley-Nechako continues to schedule meetings with First Nations communities on a regular basis in order that Local Government and First Nations can move forward with common goals.

Forestry

The RDBN Forestry Committee deals with forestry related issues in the region and is working towards long term sustainable forestry management for the region. Some of the items discussed during 2014 include:

- Wildfire Mitigation
- Economic and social issues facing communities
- Land and Resource Management Plans (LRMPs)
- Visual Quality Objectives
- Pipeline construction and right of way clearance
- BC Timber Sales Effectiveness Review
- Tenure Issues
- Fibre Inventory
- Morice Timber Supply Area Timber Supply Review
- Public Consultation Process

Industrial Resource Revenue Sharing and Regional Legacy Initiative

The RDBN began working toward establishing legacy agreements that recognize the corporate social responsibility for industrial activity through investment in community infrastructure and services which will build a strong sustainable region for industry, residents, and the future.



Regional Economic Development

The Regional Economic Development Department completes projects to benefit our regional economy. In 2014, the work plan included projects to assist with:

- Training and Employment
- Regional Marketing
- Tourism
- Business
- Agriculture
- Mining

Strategic Workforce Opportunities Team

Recognizing the need to diversify the economy and further development of the tourism, mining, and industrial sectors, a Regional Skills Gap Analysis with the objective to assist with employment and employment readiness in the region was undertaken in 2013. The final report provides a “community-influenced” plan which includes four Goal Statements and eight Action Strategies.

A Strategic Workforce Opportunities Team (SWOT), made up of 30 industry, education, government, First Nations and economic development professionals from across the region, is committed to implementing the goals and strategies identified in the report. To learn more about the SWOT and implementation of the actions, visit www.rdbn.bc.ca/regionalskillsgap.

Regional Economic Development Action Plan

In 2014, a three year Regional Economic Development Action Plan was created to identify priority economic development initiatives. This Action Plan was created through extensive consultation and an assessment of the economic base analysis. Three strategic directions were adopted: Getting the conditions Right, Growing the Economy and Diversifying the Economy. Strategic actions were developed in order to implement these directions. The Action Plan guides the work plan for the Regional Economic Development Department. To view a complete copy of the Action Plan visit: www.rdbn.bc.ca/economicdevelopment.

Tourism Sector

An RDBN Tourism Working Group, with representatives appointed by each Municipality, guides and assists with completing Tourism Projects identified in the 2010 RDBN Tourism Plan.

The www.visitbulkleynechako.ca website was created to highlight tourism activities across the region.

A regional image bank with over 5,000 photos is maintained by the RDBN. New photos are acquired through the “Give us Your Best Shot” photo contest and the purchase of professional photos. The image bank can be accessed for promoting/marketing the RDBN.

Together with *Visit Northern BC* partners, the RDBN attended the Vancouver Outdoor Adventure Show. Attending the tradeshow provided an opportunity to showcase the region and the variety of tourism products we have to offer.

A Winter Activities Guide was created for distribution in 2015. Pick up your copy at your Visitor Information Centre.



Bulkley-Nechako Directory

Located at www.directory.rdbn.bc.ca is an extensive listing of regional businesses and organizations. Listings on the Bulkley-Nechako Directory are available to all businesses, not for profits and organizations located in the region. The information for the listing is supplied by the individual business by logging into the directory. Information for each listing can include:

- Picture(s)
- Logo
- Contact information
- Hours of operation
- Description of business
- Google map



Regional Economic Development

Connecting Consumers and Producers

This marketing project supported local agriculture by connecting consumers and producers in the eight municipalities and seven rural areas within the RDBN.



The Connecting Consumers & Producers project involved the following activities:

- Agriculture Library Resources
- Connecting Consumers and Producers Agriculture Brochure
- Connecting Consumers and Producers Community Events

Agriculture Library Resources

This project activity included partnerships with five municipalities (Villages of Burns Lake, Fraser Lake, and Telkwa, Districts of Fort St. James and Vanderhoof) and the eight libraries in the region.

Libraries were provided with the Beyond

the Market Resources for Farming in Northern BC list to select titles to create an individual farming library. In total, 99 books were purchased. Libraries were reimbursed for the cost of the books to a total amount of \$350 per library.

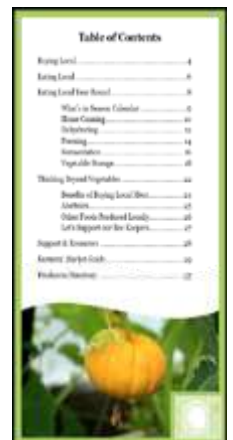
“This is a rural community which supports its local farmers. We are pleased to be able to participate in this project in order to give our patrons the knowledge to take part in practices that encourage the development and care of local produce and give everyone the opportunity to eat a healthy, and local diet.”

Christine Tessier, Librarian, Telkwa Reading Centre

Connecting Consumers and Producers Agriculture Brochure

This project activity involved research, design, printing, and distribution of an agriculture brochure. The intent of the brochure was to provide a resource for consumers that encouraged preservation of food as a means to eat local all year round and provided a directory of local producers in all communities in the RDBN. The final agriculture brochure is a full colour, 52 page booklet that provides readers with the information they need to eat locally all year round.

A total of 1000 brochures were distributed at nine Connecting Consumers and Producers Community Events throughout the region. The brochure is also available on the project website at www.rdbn.bc.ca/agriculture.





Regional Economic Development

Connecting Consumers and Producers Community Events



This project activity involved an application process for community groups to host events in their communities that facilitated connecting consumers with

the producers. The community events gave face-to-face exposure for producers and will increase long-term sales. Short-term sales were increased in the products purchased to host the events. A minimum of 20 producers were supported during these events. There was an increase in community spirit for those participating in the Connecting Producers & Consumers community events. By providing opportunities for producers and consumers to meet, the project supported the long-term viability of the local agriculture industry. Spin-offs from this project will support the Farmer Markets in the area and will encourage others to sell their locally produced products.



"I am very thankful for the opportunity of working together and also the opportunity to meet and learn about the local producers and what they can offer our community and food suppliers. We are now connecting with some of the suppliers we connected with for the event, and are excited about working with local ingredients."

Chelise Vanderlaar from Saik'uz First Nation Catering





Regional Economic Development

Funding Assistance to the Region

The RDBN Regional Economic Development Department assists non-profit organizations with securing grant funding for community projects. During 2014, the RDBN secured grant funding in the amount of **\$313,000** for various projects taking place in communities throughout the Region.

Below are some community project highlights from across the Region.



**Public Safety
\$70,000**



**Sports and Recreation
\$93,800**



**Arts & Culture
\$17,000**



**Human & Social Services
\$98,050**



**Community Halls
\$36,100**



Invasive Plants

Invasive Plants

In 2014, the annual funding amount provided to the Northwest Invasive Plant Council (NWIPC) to assist in the effective and efficient management of invasive plant species in the Regional District was increased from \$37,000 to \$43,000. This increase resulted from a request for additional funding from the NWIPC as there was not sufficient funding for on-the-ground work in the previous 3 years (2011-2013). The NWIPC provides support and coordination for those involved in the various aspects of invasive plant management including awareness, inventory, treatments and assessment.

Each year, the NWIPC reviews and updates a Strategic Plan and Plant Profile and a Targeted Species list. These documents provide a regional management plan that prioritizes invasive plants and outlines actions to effectively manage species using a partnership delivery model. The plan is developed with the input of all stakeholders and organizations who are members of the NWIPC.

**WANTED
DEAD**

Himalayan Balsam Common Tansy Spotted Knapweed

If you see these or other invasive weeds report them to:

Northwest
INVASIVE PLANT COUNCIL

WEED HOTLINE
TOLL FREE 1-866-44WEEDS
www.nwipc.org

A non-profit society working to prevent and control the spread of invasive plants in northwestern and northcentral BC



Planning

Long Range Planning Accomplishments

In 2014, the Planning Department undertook the following long range planning projects:

Electoral Area A OCP

The Smithers / Telkwa Rural Official Community Plan review process was completed following an extensive public and stakeholder consultation process.



Agricultural Inventory

In 2014, the Planning Department completed agricultural land use inventories for Electoral Areas A (Smithers Rural) and F (Vanderhoof Rural), in partnership with the Ministry of Agriculture, the Investment Agriculture Foundation, and Omineca Beetle Action Coalition. The field work was conducted by 2 RDBN summer students, and the data was compiled by the Ministry of Agriculture.



Current Planning Accomplishments

In 2014, (in addition to day to day activities such as responding to public inquiries, and processing land use applications and referrals) the Planning Department did the following:

- Worked on drafting of a new zoning bylaw. Implementation will be proposed when ongoing rezoning applications allow. A rezoning application moratorium may be implemented while the bylaw adoption process occurs.
- Completed a medical marijuana policy and regulation review. The RDBN Board approved the proposed policy and recommended zoning bylaw amendments.

- Reviewed the Oil and Gas Commission referrals and consultation process. The Board considered the staff recommended policy regarding the processing of these applications which was approved by the RDBN Board.



A detailed accounting of the applications, referrals, and inquiries dealt with by the Planning Department is provided in a subsequent section of this report.

Special Projects Accomplishments

In 2014, the Planning Department undertook the following special projects work:

Environmental Assessments

The Planning Department participated in the Environmental Assessment process and reported to the Regional District Board regarding the Coastal Gaslink Pipeline, the Blackwater Gold Mine Project, and the Nulki Hills Wind Farm Project.



Other Special Projects

- Undertook finding a new home for the Smithers Motorcycle Association.
- Reported to the RDBN Board on Bill 24 (ALR Act and Regulation Review) and Bill 17 (Local Government Act changes). Recommendations were forwarded to the Ministry of Agriculture regarding Bill 24 and proposed ALR regulation changes.
- Recreation sites maintenance cost review which was considered by the RDBN Board.
- Reviewed and provided comment to the RDBN Board on a proposed Northern Development Initiative Trust proposal for planning services to local governments.





Planning

Bylaw Enforcement

The following are examples of bylaw enforcement issues addressed by the Planning Department in 2014. A detailed accounting of the enforcement issues dealt with in 2014 is provided in a subsequent section of this report.

- Illegal log storage and processing. The use was discontinued.



- Illegal scrap and salvage operation. Staff were directed to clean up the property in the spring of 2015.



- Illegal manufacturing operation. The property owner has applied for Rezoning and ALC approvals.



- Illegal sawmill operation. The Board directed staff to initiate legal action to stop the use if the use was not legalized by rezoning by early 2015.



Planning Department Enquiries

The Planning Department keeps track of the number of enquiries that are answered by the Planning Department each month. The enquiries are divided into the following 6 main subject areas:

- Development Services (ALR, Env. Assessments, Sub-division, Crown land)
- Electoral Area Planning (Zoning, OCPs, Permits)
- House Numbering
- Mapping Requests
- Bylaw Enforcement
- Other (animal control, road maintenance although it is a provincial responsibility, sewage etc.)

In 2014 the Planning Department answered 2,255 enquiries. This number is down significantly from the 4,171 in 2012 and 2627 in 2013. This substantial reduction in enquiries was expected, and is the result of the introduction of the web based mapping service introduced in 2013.

Agricultural Land Reserve (ALR) Applications

The Regional District received 20 ALR applications in 2014. 19 applications were received in 2013, and the 18 applications received in 2012. One application was withdrawn and four applications were for inclusions into the ALR.

Eight of the remaining 15 applications have been considered by the RDBN Board. The remaining 7 applications are in process and will be considered by the Board in early 2015. Eight decisions are pending from the ALC.



Finance

Financial Management and Control

To meet its responsibility for the integrity and objectivity of financial reporting, the Finance Department maintains a system of internal financial and accounting controls designed to provide assurance that financial information is accurate and reliable for the preparation of financial statements, that assets are safeguarded, and that transactions are authorized, recorded and properly reported.

These controls include:

- an organizational structure providing for effective segregation of responsibilities, delegation of authority and careful selection and training of personnel;
- the application of financial, accounting and administrative policies and procedures necessary for internal control over transactions, assets and records; and
- systematic financial review and analysis of operating results.

The Board of Directors ensures that management fulfills its responsibility for financial reporting and internal controls. It reviews the internal financial statements quarterly and the audited financial statements annually.

The external auditors conduct an independent examination in accordance with generally accepted auditing standards and express their opinion on the financial statements. Their examination includes a review and evaluation of internal controls and appropriate tests and procedures to provide reasona-

ble assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors, as needed.

Budgetary Process

Each fall, the Finance Department begins the process of preparing the Annual Five Year Financial Plan. Based on analysis of previous years' financial results, discussions with management and input from the Directors, the financial plan is prepared for review and adoption of the financial plan bylaw by the Board of Directors by March 31st of the ensuing year. The budget is both a planning tool and a valuable internal control tool used in analyzing the monthly, quarterly, and annual financial results.

In recent years, the public consultation process was enhanced with public presentations in each municipality within the Regional District, providing an overview of the draft budget, as well as a summary of actions undertaken in the year just ended and initiatives planned for the ensuing year.



www.rdbn.bc.ca

Finance

Debt Management

The Regional District borrows for its own needs and for those municipalities within its boundaries. Debentures for capital projects are issued through the Municipal Finance Authority of B.C. In addition, operating cash flows are supplemented from time to time with short term borrowing.

Reserve Funds

Each year, the Regional District makes contributions to reserve funds for future expenditures, primarily of a capital nature. These funds are invested on behalf of the service areas for which the contributions are made and interest accumulates accordingly. During 2014, contributions of \$1,379,962 were made, \$501,059 was withdrawn for approved expenditures and interest of \$71,139 was earned, bringing the balance at December 31, 2014 to \$6,981,462.

Risk Management

The Finance Department is responsible for managing liability and property risk, ensuring that risks are identified and eliminated where possible, reduced to an acceptable level or transferred to other parties through insurance policies or contractual arrangements.

Revenue Sources

Local governments traditionally rely on property taxation supplemented by user fees to fund their operations. The Regional District is undertaking an initiative to seek alternative sources of revenue and thereby ease the burden on on local taxpayers. These efforts are ongoing and we hope to see positive results in the near future.

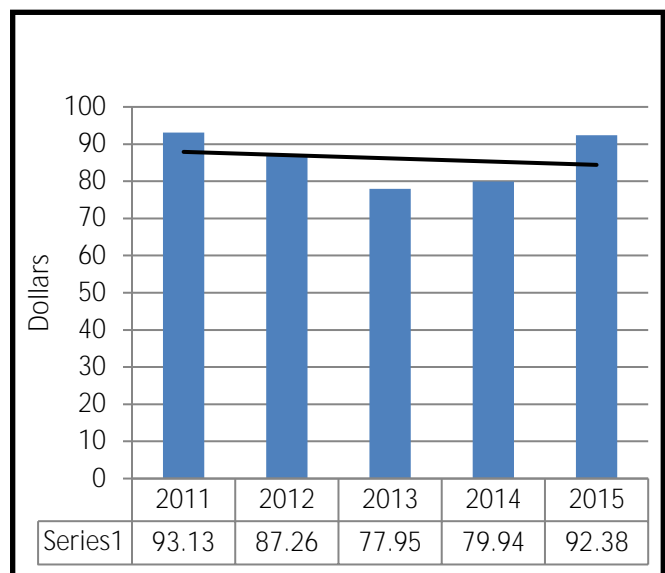
Short Term Investments

During 2014, the Finance Department implemented a new short term investment program that improved interest earned on capital reserves and short term surplus funds from about 1% to 1.75% without increasing financial risk.

Computer Network

The Finance Department is responsible for the Regional District's Computer Network. During the year, a new network server was installed to increase capacity and speed.

Taxation for Region Wide Services On Property Valued at \$100,000



Regional District of Bulkley-Nechako
Consolidated Statement of Financial Activities
As of December 31, 2014

	2014		2013
	<u>Budgeted</u>	<u>Actual</u>	<u>Actual</u>
REVENUE			
Property tax requisition			
Municipal	\$ 3,018,779	\$ 3,020,199	\$ 2,897,337
Electoral Areas	4,813,898	4,812,489	4,629,198
	<u>7,832,677</u>	<u>7,832,688</u>	<u>7,526,535</u>
Grants	1,262,726	620,833	857,275
Municipal debt payments	985,138	814,005	929,884
Grants in lieu of taxes	846,481	881,975	855,175
Fees and permits	639,955	697,706	872,754
Emergency expenditure recoveries	300,000	187,986	5,500
Municipal cost sharing	89,558	89,558	92,686
Miscellaneous	59,640	89,894	71,481
Administration recoveries	38,256	37,766	47,006
Interest	13,500	93,429	50,587
Debt sinking fund actuarial earnings	-	52,296	43,807
Donations	-	1,575	15,225
	<u>4,235,254</u>	<u>3,567,023</u>	<u>3,841,380</u>
Total Revenue	<u>12,067,931</u>	<u>11,399,711</u>	<u>11,367,915</u>
EXPENSES			
Environmental Services	4,627,879	3,826,574	3,809,291
Government	3,071,772	2,308,541	2,314,074
Recreation & Culture	1,884,791	1,831,926	1,997,871
Fire/Emerg. Response	1,842,987	1,662,640	1,361,899
Municipal Debt	985,138	814,005	929,884
Planning	956,097	834,957	795,053
Economic Development	678,524	414,859	474,637
Utilities	147,947	106,874	121,466
Street Lighting/Transportation	108,528	106,384	103,702
Total Expenses	<u>14,303,663</u>	<u>11,906,760</u>	<u>11,907,877</u>
Annual Surplus (Deficit)	(2,235,732)	(507,049)	(539,962)
Surplus at Beginning of the Year	<u>14,616,606</u>	<u>14,616,606</u>	<u>15,156,568</u>
Surplus at the end of the Year	<u>\$ 12,380,874</u>	<u>\$ 14,109,557</u>	<u>\$ 14,616,606</u>

Regional District of Bulkley-Nechako
Consolidated Statement of Financial Position
As of December 31, 2014

	<u>2014</u>	<u>2013</u>
Financial Assets		
Cash & Investments	\$ 8,691,602	\$ 8,016,388
Accounts Receivable	315,923	689,197
Grants Receivable	91,469	76,314
MFA Debt Reserve Fund	141,382	146,136
Due From Municipalities for debt	5,064,577	5,023,685
	<u>14,304,953</u>	<u>13,951,720</u>
Liabilities		
Unearned Grants	3,895,542	3,401,552
Accounts Payable & Accruals	1,001,319	1,155,589
Landfill Closure Accrual	2,106,353	1,972,713
Debentures (RDBN)	1,004,905	1,218,344
Debentures (Municipalities)	5,064,577	5,023,685
Debt Reserve Fund	116,062	112,359
Total Liabilities	<u>13,188,758</u>	<u>12,884,242</u>
Net Financial Assets	<u>1,116,195</u>	<u>1,067,478</u>
Non Financial Assets		
Tangible Capital Assets	12,932,443	13,478,357
Prepaid Expenses	60,919	70,771
	<u>12,993,362</u>	<u>13,549,128</u>
Accumulated Surplus	<u>\$ 14,109,557</u>	<u>\$ 14,616,606</u>





Environmental Services

Work continued on the implementation of the Solid Waste Management Plan, and a number of initiatives were undertaken to reduce costs and improve services to the residents of the Regional District of Bulkley-Nechako.

Landfill Closure Pictures



Formal Landfill Closure Activities

The Environmental Services Department coordinated and managed the formal closure of the remaining 14 previously operational small historic landfills during the 2014 construction season.

Due to the small historic landfills being closed to the public for receipt of garbage for many years, most of the sites had already been substantially remediated.

For the most part, RDBN staff and equipment were utilized to complete the closure works and where larger pieces of equipment were required, local contractors were hired. The types of activities completed during the closure works included:

- Pickup of litter and exposed refuse. These materials were either landfilled on site or brought to one of the currently operational RDBN landfills for disposal. Tires that were found at the sites were collected and taken to local tire shops for recycling.
- Where landfilling of refuse occurred, soils were added as a top layer to create an impermeable surface to shed water.

Grass seeding in areas of the sites where closure works created non-vegetated exposed soil.

The completion of works at these sites concludes the required physical closure works associated with landfills previously operated by the RDBN.

Vanderhoof Transfer Station Fire



The Vanderhoof Fire Department was called to respond to a fire at the Vanderhoof Transfer Station in the early morning hours of Tuesday, February 4, 2014. When fire crews arrived, smoke was billowing out of the doors and roof of the transfer

station building. Access was gained to the building, and it was discovered that the fire was in the waste haul trailer. The haul trailer was removed from the building and the burning garbage unloaded onto the ground. The Regional District skid steer was used to help spread out the garbage while fire crews doused the burning waste materials until the fire was extinguished. Significant damage occurred to the aluminum waste haul trailer and the transfer station building. Repairs to the building and haul trailer are being processed.



Investigation of RDBN Landfill Operations

In 2014, the Regional District completed a detailed financial analysis comparing RDBN internal costs versus contractor bids obtained in December 2014 for the operation of the Knockholt and Clearview Sub-Regional Landfills.



Environmental Services

Historically, the RDBN has successfully (less cost to the taxpayer) transitioned solid waste services such as transfer station operations and waste haul services from private contract to internal RDBN operations.



The financial analysis completed for the landfill operations indicated that there were significant cost savings if the operations were transitioned to RDBN equipment and staff. The analysis included the purchase of capital equipment for use at the two landfill sites, including two landfill compactors, two excavators, two crawler dozers, a dump truck and a roll-off truck.

The current contract for the Knockholt Landfill expires at the end of August 2015, while the contract for the Clearview Landfill expires in November 2015. RDBN operation of the two facilities will commence once the existing contracts expire.

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Manson Creek Landfill Upgrades

The Manson Creek Landfill site is located on unsurveyed crown land approximately 6 kilometres north-northwest of Manson Creek, British Columbia, at kilometer 65.5 on the Finlay-Manson Forest Service Road. The site has been operated as an unattended landfill since 1987 and land-filling is conducted in excavated trenches. The site contractor compacts and covers the disposed garbage at least once per month from June through October. As the site is unattended, there is no fencing at the facility, although there are separate piles for wood and metal wastes.

In 2014, the RDBN worked closely with the Ministry of Environment to develop a plan and strategy to address bear access issues at the Manson Creek Landfill. In 2015, upgrades to the facility will include installing an electric fence and cattle guard as well as establishing an adequate fire guard and surface water drainage improvements.



Knockholt Landfill – Interim Closure Due to Wildfire

In August of 2014, the Regional District had to take emergency measures to close the active landfilling area and evacuate the Knockholt Landfill facility due to an interface wildfire in the area. The garbage that would have normally been brought to the facility from the Smithers/Telkwa, Granisle and Burns Lake Transfer Stations had to be taken to the Clearview Landfill during the closure period, which lasted from Friday, August 15th through Monday, August 18th.

Due to the emergency closure works completed and thanks to the efforts of firefighting crews, ultimately, there was no impact to the landfill site due to the wildfire.

Waste Hauling Operations

In 2014, the Regional District continued operating its waste hauling fleet which includes three Kenworth T800 tractor units, four tandem steel 53 foot walking floor trailers, 3 tandem aluminum 53 foot walking floor trailers and one tridem aluminum 53 foot walking floor trailer. The Regional District provides the service of hauling waste from the Granisle, Burns Lake and Smithers/Telkwa Transfer Stations to the Knockholt Landfill and the hauling of waste from the Fort St. James, Vanderhoof and Area “D” (Fraser Lake Rural) Transfer Stations to the Clearview Landfill.





Environmental Services

The Regional District also hauls wood waste from the RDBN transfer stations to the respective eastern and western landfill facilities utilizing the tridem aluminum trailer. A total of 149 loads of wood waste was hauled in 2014 for a total hauled tonnage of 2,578 metric tonnes.

Waste Reduction

A number of waste reduction initiatives were continued and/or implemented in 2014. The region wide funding program which was developed and initiated in 2009 was carried through 2014. Financial support was continued with Smithers and Area Recycling Society (Smithers/Telkwa), the Nechako Healthy Community Alliance (Vanderhoof), the Fraser Lake Bottle Depot (Fraser Lake), Houston Recycling (Houston) and the Greening Up Fort Society (Fort St. James) to support primarily paper and cardboard based recycling programs. In 2014, the Nechako Healthy Community Alliance in Vanderhoof continued successfully with their expanded plastics recycling program which was initiated in 2012. Mixed paper and cardboard recycling services were also continued in 2014 at the Burns Lake and the Southside Transfer Stations.

In 2014, the Regional District implemented a pilot backyard composting program to help reduce household waste going to landfill. A program was developed and was conducted in May and June, 2014.

The approved budget for the composting program allowed for the purchase of 100 compost bins and mixing tools for distribution. The compost bins were allocated to each community based on the number of single family households, with a minimum of five compost packages per community. A pre-registration process was undertaken in which interested residents called to reserve a compost package and a spot in the workshop. In order to be eligible to purchase the subsidized compost package, residents had to attend the workshops.

For each of the workshops, a “booth” was set up at the host location. The booth included a flip chart for information presentation, table, tent, and take-home informational materials on recycling and composting.

Topics covered in the workshop included:

- Waste generation in the RDBN
- Compost bin styles and choosing a location for your bin
- Key components for successful composting
- What to compost/what not to compost
- Adding the proper balance of brown/green material
- Aerating your compost bin
- Preventing bears and other pests
- Composting in winter
- Other composting options



Backyard Composting Program Launch
Presented by the Regional District of Bulkley-Nechako

Come join the Regional District of Bulkley-Nechako as we kick off a new backyard composting program in your community!

The Regional District will be hosting compost workshops in each community within the RDBN, providing residents with a Garden Gourmet compost bin along with a compost mixing tool at a subsidized price of \$40 (an \$80 value).

*To be eligible for a composter residents **MUST** pre-register for the workshops. There are limited quantities, so be sure to sign up in advance!*

Residents who already have compost bins are also welcome to attend the workshops!

Burns Lake Launch Information

Date: Wednesday May 21, 2014 from 4:00-7:00pm

Location: Burns Lake Community Garden, 248 3rd Avenue (Beside Immaculata Church)

Compost workshops will be held at 5:00pm and 6:00pm

To register for a composter and composting workshop, or for more details, please contact Carolynn Lane, Sustainability Assistant at the Regional District of Bulkley-Nechako at 1-800-320-3339. Email registrations can be sent to inquiries@rdbn.bc.ca.



Environmental Services

Workshop Participation:

There was a great turnout at each composting workshop, with most of the bins being sold and additional residents attending the workshops simply for information.

The backyard composting pilot program had an overwhelmingly positive response from the public. People were very eager to learn more about the composting process and to find solutions to their existing composting issues.

Compost Workshop Location	Date	Number of Participants	Participant Rural/Municipal Split
Burns Lake Burns Lake Community Garden	Wednesday, May 21 st	13	83% Rural, 17% Municipal
Telkwa Telkwa Community Garden	Thursday, May 22 nd	9	78% Rural, 22% Municipal
Granisle Granisle Visitor's Centre	Friday, May 23 rd	9	29% Rural, 61% Municipal
Fraser Lake White Swan Park	Monday, June 2 nd	14	38% Rural, 62% Municipal
Smithers Northern Root Community Garden	Tuesday, June 3 rd	20	10% Rural, 90% Municipal
Vanderhoof Vanderhoof Community Garden	Thursday, June 5 th	24	21% Rural, 79% Municipal
Fort St. James Atkin's Greenhouses (beside Spirit Square)	Friday, June 6 th	9	62% Rural, 38% Municipal
Houston Pleasant Valley Community Market	Friday, June 13 th	11	12% Rural, 88% Municipal

Projects completed in 2014 to aid in achieving carbon neutrality included replacing the hot water boiler with a heat exchange system at the Bulkley Valley Regional Aquatic Centre in Smithers and installing higher efficiency LED lighting at the Luck Bay Fire Hall in Fort St. James.

Before: old 400 W HID fixtures



After: new LED lights installed



Overall, the 2014 pilot backyard composting pilot program was considered a success.

Climate Change



As a signatory to the British Columbia Climate Action Charter, the RDBN is required to measure, report, reduce and offset carbon emissions associated with corporate emission-producing activities (eg. electricity/heat in RDBN owned buildings, diesel fuel used by waste haul fleet). For the 2014 reporting year, the RDBN produced 654 tonnes of CO₂e (Carbon Dioxide equivalent), which was tracked using the provincial government's emission measuring program "SMARTTool". A sum of \$19,500 was contributed to the Carbon Neutral Reserve Fund, in order to fund projects to offset these emissions. In 2013, the RDBN produced 695 tonnes of CO₂e; this translates into a reduction of 5.9% in 2014.

The Regional District of Bulkley-Nechako operates 7 transfer stations and 3 landfills. For locations and hours of operation please visit our website at www.rdbn.bc.ca





Protective Services

Emergency Events



In 2014, The Regional District of Bulkley-Nechako's Emergency Operations Centre was activated for a total of 92 days due to emergency events that required constant monitoring and emergency management.

The various Emergency Events that occurred were as follows:

- Dome Creek Cattle Liner Rollover;
- Chelaslie, Chuchi and China Nose wildfires
- Decker Lake Train Derailment; and
- Takysie Lake Blue Green Algae Outbreak.

These events required extensive management and planning to ensure the safety of residents and their properties across the district.

Emergency Preparedness Program

Emergency Support Services is a group of community volunteers who dedicate their time to assist residents who are evacuated from their homes due to an emergency such as fire, flooding, earthquakes, etc. In an Emergency, ESS volunteers' first priority is the well-being of the residents affected and provide up to 72 hours of essential needs such as food, accommodations, and necessities.

The Regional District of Bulkley-Nechako hosted training courses to Emergency Support Services Volunteers to help prepare them when responding to residents needs in an emergency situation.



In November 2014, the Northern Emergency Support Services Training (NESST) Weekend was hosted in Burns Lake. Emergency Support Services volunteers from all over northern BC attended this event which provided training, exercising, networking and volunteer appreciation. This event was sponsored by Bulkley Valley Credit Union, Integris Credit Union, Spectra Energy, TransCanada, and Taylor Industrial Mutual Aid Group.



Rural Fire Departments

The Regional District of Bulkley-Nechako has been continuously improving its Rural Fire Department Standard Operating guidelines to ensure fire fighter safety when responding to calls.

In August 2014, The Regional District of Bulkley Nechako held a public meeting to determine whether Round Lake residents were for or against paying for a dry hydrant in their area. With the majority petitioning for fire protection, the Regional District arranged for service to be implemented in January 2016.





Local and Sub-Regional Services

Street Lighting

Currently, the RDBN facilitates street lighting functions in 6 rural residential communities. Local residents initiate the services by canvassing the neighborhood to determine if interest exists. The RDBN works with BC Hydro to determine the location of street lights and costs associated.



TV Rebroadcasting

The RDBN contributes to 4 TV rebroadcasting functions throughout the Regional District. These services broadcast a variety of TV and radio stations from towers strategically located throughout the region.

Recreation

The Bulkley Valley Regional Pool and Recreation Centre

is a community-based, family-oriented facility located in Smithers, BC. After almost two decades of planning and fundraising, it was constructed in 1990 in Smithers at a cost of \$1.7 million. The community raised construction funds and another \$0.5 million of in-kind donations. The Regional District of Bulkley-Nechako owns the land upon which the facility is built, the building and all of the capital equipment. The Bulkley Valley Aquatic Centre Management Society manages and operates the facility.



Arenas

The RDBN provides funding to several arenas within the Regional District. These arenas are an important part of the local communities and provide residents with opportunities to participate in activities.



Cultural Services

The Regional District supports libraries, museums and other cultural services in many communities throughout the region. These include, but are not limited to:

- Burns Lake and Area Library
- Burns Lake Museum Society
- Fort St. James Library
- Fraser Lake Library
- Smithers Recreation and Culture
- Vanderhoof Recreation and Culture

Other Services Provided

Some of the other services the Regional District supports through taxation funding are:

- Burns Lake & Area Victim Services
- Fort Fraser Cemetery
- Fort Fraser Community Hall
- Lakes District Airport Society
- Local Economic Development in Areas "A", "B", "E" and Burns Lake
- Topley Cemetery



Rural Fire Protection

In addition to the rural fire departments discussed on the previous page, most of the rural areas surrounding municipalities receive fire protection from municipal fire departments under contract with the RDBN.





Water & Sewer Utilities

Municipalities within the RDBN provide water and sewer services to their residents. Most rural property owners in the Regional District of Bulkley-Nechako provide their own onsite water and sewer. Fort Fraser is an unincorporated community with a population of approximately 450 residents. The Regional District of Bulkley-Nechako owns and operates a water system for the distribution of fresh well water throughout the community and a sanitary sewer system for the collection and treatment of waste water. Funding for these services is through taxation of the properties within Fort Fraser and user fees for properties connected to the systems.



Fort Fraser Water and Sewer

The Fort Fraser water and sewer system are aging. Over the past few years we have had to do major repairs due to mainline breakages. We have had to increase user fees to pay for increased operating costs and increase frontage taxes in order to set funds aside in capital replacement reserves. The RDBN has also applied for grant funding in order to help residents achieve a new system sooner. Although grant applications to date have not been successful, we are continuing to investigate grant funding opportunities.

Regional Lagoons

The RDBN also operates septage lagoons at our Smithers/Telkwa Transfer Station and at the Burns Lake Transfer Station. Users of these lagoons pay an annual disposal fee.





Hospital Districts

The Regional District of Bulkley-Nechako includes the Stuart-Nechako Regional Hospital District and the Northwest Regional Hospital District. Regional Hospital Districts do not own or operate any hospitals, Health Centres or Medical Clinics of any kind. Their purpose is to provide a portion (up to 40% of capital expenditures) of the funds required by hospitals within their boundaries for equipment, renovations and new construction. This funding is raised through property taxation. Regional Hospital Districts provide funding to the facilities operated by Health Authorities.



Directors of the Regional District are automatically members on the Board of the corresponding Regional Hospital District. Those Directors not on Stuart-Nechako Regional Hospital District are on the North West Regional Hospital District (which also includes Directors from the Skeena-Queen Charlotte and Kitimat-Stikine Regional Districts). Voting on Regional Hospital Districts is similar to Regional Districts with some matters (for instance budgets) being weighted based on population.

Stuart - Nechako Regional Hospital District

The Stuart-Nechako Regional Hospital District (SNRHD) was incorporated under the *Hospital District Act* of British Columbia in November 1998.

The boundaries of the Stuart-Nechako Regional Hospital District include most of the central and eastern portions of the Regional District of Bulkley-Nechako (including Burns Lake, Fraser Lake, Fort St. James, Granisle, and Vanderhoof together with Electoral Areas "B", "C", "D", "E" and "F"). Excluded are the western portions of the Regional District (Houston, Smithers, Telkwa, together with Electoral Areas "A" and "G").

The Stuart-Nechako Regional Hospital District does not have its own staff or facilities (it shares those from the Regional District of Bulkley-Nechako), and its Board meetings are held in conjunction with Regional District Board meetings. Administrative costs (which are mostly reimbursements to the Regional District) are, therefore, generally kept below \$2,000 per month.

For several years now, the SNRHD has been working with Northern Health toward replacement of aging hospitals. The construction of the Burns Lake Hospital replacement was completed in early 2015. Planning for the replacement of the Fort St. James Hospital has

started. For more information on SNRHD visit www.rdbn.bc.ca.

North West Regional Hospital District

The North West Regional Hospital District (NWRHD) was established in December 1995 by Letters Patent. It shares the same boundaries as the entire Regional District of Kitimat-Stikine (RDKS) and Skeena-Queen Charlotte Regional District (SQCRD), and includes the western portion of the Regional District of Bulkley-Nechako (RDBN). The NWRHD is the largest Hospital District geographically in the Province of BC. For more information regarding the NWRHD please contact them at:

North West Regional Hospital District

Suite 300-4545 Lazelle Avenue
Terrace, BC V8G 4E1
Tel: 250-615-6100
Fax: 250-635-9222
Toll Free: 1-800-663-3208
Email: nwrhd@rdks.bc.ca
Website: www.rdks.bc.ca



Regional District of Bulkley-Nechako Current Board of Directors:



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Mayor

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Darcy Repen

Mayor

Village of Telkwa, Tel: (250) 846-5212 / darcyrepen@gmail.com



Shane Brienen

Mayor

District of Houston, Tel: (250) 845-2238 / mayor@houston.ca



Thomas Liversidge

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Jerry Petersen

Director

Area "F" Vanderhoof Rural, Tel: (250) 567-2357 / jeraud@telus.net



Rob Newell

Director

Area "G" Houston Rural, Tel: (250) 845-2464 / robnewelleag@gmail.com

Please contact your Electoral or Municipal Director if you have any questions or concerns regarding services provided or to inquire about possible new services you would like to see the Regional District provide.





www.rdbn.bc.ca

www.mining.rdbn.bc.ca

www.visitbulkleynechako.ca